

**SUBJECT: JOB DESCRIPTION OF DO (IPWM) MUZAFFARGARH**

The requisite information is here under: -

**HIERARCHY / HUMAN RESOURCE: -**

- Deputy Commissioner / Registrar Joint Stock Companies
- District Officer (IPWM) / Registrar of Firms
- Asst. Inspector (W&M) 1
- Junior Clerks: 1
- Class-IV: 1

**JOB DESCRIPTION OF OFFICE: -**

- Registration of Firms under Partnership Act, 1932.
- Registration of societies and associations under the Societies Registration Act (XXI of 1860) and under the Companies Act, 2017.
- Implementation of Punjab Weights & Measures (International System) Enforcement Act, 1975.
- Survey reports about prices and other related matters desired by Government.
- Feedback to the Government for formulating industrial trade import and export policies.
- Feedback for planning, promotion and development of medium and large-scale industrial sector.

**DATA OF MAJOR INDUSTRIAL CLUSTERS / INDUSTRIAL ESTATES: -**

<b>Area</b>	<b>No. of Units</b>
• Textile Mill Muzaffargarh	07
• Power Plant	02
• Sugar Mill	01
• Gute Mill	02

**PROCEDURE FOR EACH TASK / ASSIGNMENT: -**

**1. REQUIREMENTS FOR REGISTRATION OF BUSINESS FIRM UNDER THE PARTNERSHIP ACT, 1932.**

- Online business registration portal was launched in Lahore in November, 2017.

- Any two or more persons associated for some lawful business may enter into an agreement of partnership and apply for registration.
- Form-I is application form devised under law.
- Signatures & statement of partners to be witnessed by Gazetted Officer, Magistrate, Notary Public or Advocate.
- Necessary fee amounting to Rs.2000/- to be deposited in Head of account C.O. 3545.
- Partnership Deed to be written on stamp paper of Rs.1000/- or 46(b) category stamp paper.
- Copies of CNIC's of partners and witnesses required.
- Applicant is required to submit its application through business registration portal through weblink [www.register.business.punjab.gov.pk](http://www.register.business.punjab.gov.pk).
- Observations are communicated through email & SMS alerts.

## **2. REQUIREMENTS FOR REGISTRATION UNDER SOCIETIES ACT, 1860.**

- Online registration facility for charitable societies launched recently.
- Minimum seven Members form into a society.
- Copies of valid CNIC's of seven Members.
- Proof of office of society.
- Resolution to get society registered duly signed by all office bearers.
- Aims & Objectives of society in line with Section 20.
- Articles of Association signed by three (03) office bearers.
- List of office bearers mentioning names, addresses, occupations & designations.
- Affidavit attested by the Oath Commissioner stating that no such society is already registered and no judicial/criminal proceeding is pending against any member of society.
- Copies of National Tax Number Certificates of Seven Members.
- Detailed information on performas designed by Supreme Court of Pakistan.
- Detailed information on performas designed by Home Department and verification there to.
- Treasury Challan amounting to Rs. 2500/- deposited in H.O. CO 3818
- Online application to be submitted through web portal <http://society-reg.punjab.gov.pk/> and then to submit all documents in hard copy to office of registration.
- **Section 20:** To what Societies Act applies: The following societies may be registered under this Act: -
  - “Charitable societies, societies established for the promotion of science, literature, or the fine arts, for instruction, the diffusion useful knowledge, the diffusion of political education the foundation or maintenance of libraries or reading-rooms for general use among the members or open to the public, or public museums and galleries of paintings and other works of art, collections of natural history, mechanical and philosophical inventions, instruments or designs”.

**3. APPLICATION FOR GRANT OF A LICENCE UNDER SECTION 42 OF THE COMPANIES ACT, 2017 IN CASE OF CHARITABLE AND OTHER ASSOCIATIONS: -**

- (1) The promoters or members of an association desirous of obtaining a licence under section 42 shall make an application to the 11[Commission] in writing duly signed by them or by any person authorized by the association in this behalf.
- (2) The application shall be accompanied by –
  - (a) three copies of the draft memorandum and the articles of the proposed association;
  - (b) a list of promoters of the association with their occupations and addresses;
  - (c) a declaration by a person specified in sub-rule (2) of rule 4 to the effect that he has scrutinized the application and the accompanying documents, and that he is satisfied that the same are drawn up in conformity with the provisions of the Ordinance and fulfill the conditions for the grant of licence laid therein and these rules;
  - (d) the names of companies, associations and other institutions in which the promoters of the proposed association hold any office stating the office held in each case;
  - (e) if the association is already in existence, a copy each of the audited balance-sheet, income and expenditure account and the annual report on the working of the association for the financial year immediately preceding the date of the application;
  - (f) an estimate of the future annual income and expenditure of the proposed company, specifying the sources of income and objects of expenditure; and
  - (g) a brief statement of the work already done by the association or proposed to be done after its being granted the licence and registration.
- (3) The 12[Commission] on being satisfied, after such enquiry and after obtaining such further information as it may consider necessary, that it shall be in the public interest so to do, may grant the licence applied for subject to such conditions as it may deem fit to impose.
- (4) In particular and without prejudice to the generality of the power of the 13[Commission] under section 42 and sub-rule (3), a licence shall be granted subject, besides others, to the following conditions, namely: -
  - (i) the association shall be formed as a public company;
  - (ii) payment of remuneration for services or otherwise to its members, whether holding an office in the company or not, shall be prohibited;
  - (iii) no change in the memorandum and the articles shall be made except with the prior approval of the 14[Commission];
  - (iv) the limit of liability of its members shall not be less than a reasonable amount having regard to all the circumstances of the case; and
  - (v) patronage of any government or authority, express or implied, shall not be claimed unless such government or authority has signified its consent thereto in writing.
- (5) The conditions imposed under sub-rule (4) shall be included in the memorandum.

**4. Implementation of Punjab Weights & Measures (International System) Enforcement Act, 1975: -**

- Inspections are made on daily basis with regard to checking of weights & measures in open market to ensure accuracy of weights and violations are forwarded to concerned court. Confiscate the weights & scales and seize the nozzles, if found inaccurate.

**5. Survey reports about prices and other related matters desired by Government: -**

- Surveys are carried out on daily basis with regard to checking of prices and other related matters desired by Government in open market.

**TIME LINES / RED LINES FOR EACH TASK: -**

- A firm is registered with an average time of less than 24 hours. Red line for this task is three days.
- A society is registered with an average time of less than 10 days subject to issuance of NOC from home department.
- An Association is registered with an average time of two weeks subject to issuance of NOC from home department.

**RELEVANT FORMS / PERFORMAS: -**

- Form-I for acknowledgment of firm.
- Form-II for alteration in name and principal place of business.
- Form-III for registration of branch office.
- Form-IV for alteration in / correction of the name & address of partner.
- Form-V for change in constitution.

**RELEVANT LAWS & RULES FOR EACH TASK: -**

- The Partnership Act, 1932.
- The Societies Registration Act (XXI of 1860).
- The Companies Act, 2017.
- The Punjab Weights & Measures (International System) Enforcement Act, 1975.